

**COLLEGE OF LIBERAL ARTS
DEPARTMENT HEADS' MEETING
September 17, 2012
11:00 a.m. in Solms 106**

Present: Laura Barrett, Mark Finlay, Tom Cato, Michael Price, David Wheeler, and Yassi Saadatmand.

Absent: Daniel Skidmore-Hess

Guest: Ned Rinalducci

AGENDA:

1. Majors Fair

A Majors Fair is tentatively scheduled for November 9th from 11:00-1:30 pm. Pirate Preview will be held the following Saturday.

2. Minors

The group discussed ways to promote minors. A new brochure will be created to advertise the minors within the college. The minors will be promoted at the Majors Fair.

Mark Finlay and Laura Barrett met with Judy Ginter and Patrice Mitchell to create a way for students to declare a minor and make it possible to track minors. Dr. Finlay asked the group to discuss within their department any grade/GPA requirements for their minor. If any changes are recommended, they will need to be brought to the College Curriculum meeting.

3. Interdisciplinary majors/minors – scheduling courses

Dr. Barrett reminded the group to keep interdisciplinary majors and minors in mind when scheduling classes since it is the college's responsibility to offer the courses if the major or minor is offered.

4. Course rotations:

Dr. Barrett asked the group to make sure their course rotation schedules are updated and post a link to the course rotations on their department's webpage.

5. Core classes in Flex terms: Is it possible to cover the core in flex terms? Do the course rotations indicate what is available in flex terms?

One course from each area in the core needs to be available in the flex term.

6. Summer 2013:

a. Study Abroad Programs

The policy on Study Abroad is under review by the Provost.

b. Armstrong Challenge

The Armstrong Challenge is going to expand the number of students for summer 2013. The exact number has not been determined. [Since the last meeting Herbert Bruce has indicated that 96 is the number.]

Other issues

When scheduling the fall 2013 classes, keep in mind that we anticipate one percent enrollment growth.

7. Upcoming UCC issues

The University Curriculum Committee would like oversight for online components in established programs that would offer 50 percent of their courses online. Dr. Finlay will add the issue to the College Curriculum Committee agenda for further discussion.

8. Combined bachelor's and master's programs

The group will discuss the possibility of and desire for a combined bachelor's and master's program at the next Department Heads' Meeting.

9. Forecasting salaries for part-time and overloads

The Provost's Office has asked department heads and deans to provide an estimated budget for part-time and overload salaried on a yearly bases. We expect some help with this from the new Director of Finance

10. Three-year hiring plan

The Provost Office has verbally approved seven faculty searches. Business and Finance has to approve each position before the jobs can be advertised.

11. Ossabaw Island proposal

Ossabaw Island and the Wormsloe Intuition are both interested in collaborating with Armstrong. Collaborating could entail conducting classes and having students intern at the locations.

12. New policy

Full-time position request should not be processed through People Admin until they have been approved verbally by the provost.

13. Savannah Book Festival

An author from the Savannah Book Festival will be available to address the University. The college will survey the faculty to see which author they would prefer.

14. Other Announcements

Dr. Finlay asked department heads to convert their assessments and assignment reports into one report by core area. Each report will have four parts: 1). SOLS for the core area; 2). Assessment methods and descriptions; 3.) Results of the Assessment, including data on the number of students enrolled, number and percentage of those students assessed, number and percentage of those students who do not meet, who meet, and who exceed expectations; 4). A narrative of the improvements implanted or planned based on the results. The goal is to have a single report for academic year 2011-2012, including summer.

There is a Board of Regents group on Communications that is not represented by Armstrong. Dr. Barrett will find out more information on the group.

Dr. Finlay is working on an Environmental Studies minor that will consist of 15 credits.

Dr. John Kearnes will be lecturing to celebrate Constitution Day on September 19th at noon in the Ogeechee Theatre.

Respectfully Submitted,

Tori F. Hatfield